



# **Foreign Affairs Manual**

2 FAM – General

**Change Transmittal:** GEN-368

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## **2 FAM 150 SEALS, COATS OF ARMS, AND FLAGS**

## **2 FAM 170 POST REPORTS**

## **2 FAM 710 ETHICS PROGRAM**

## **2 FAM 960 SOLICITATION AND/OR ACCEPTANCE OF GIFTS BY THE DEPARTMENT OF STATE**

## **2 FAM 1110 DIRECTIVES**

## **2 FAM 1130 EXECUTIVE ORDERS, PROCLAMATIONS, AND OTHER PRESIDENTIAL DOCUMENTS**

## **2 FAM 1140 DELEGATIONS OF AUTHORITY**

## **2 FAM 1150 FORMS MANAGEMENT**

## **2 FAM 1160 INFORMATION COLLECTIONS UNDER THE PAPERWORK REDUCTION ACT (PRA)**

## **2 FAM 1180 RULEMAKING**

## **2 FAM 1240 LEGISLATION**

### **Changes**

1. The changes to the above-listed subchapters are nonsubstantive. The primary change is the replacement of the revised acronym for the Office of Global Information Services (A/GIS) and its subordinate offices. Other nonsubstantive changes, where noted, may be other changed acronyms or office names, and/or correction to current format and style.
2. **Change Transmittal** has replaced the term Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of electronic information transmission.
3. Revisions since the last update appear in *italic* and *darkmagenta*. Other than formal titles, the italic and darkmagenta will be removed the next time the material is updated. Only current changes will appear in italic and darkmagenta. Italic and darkmagenta provide a historical record of changes.
4. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

## **Filing Instructions for Paper Copies**

1. Remove and discard old subchapter 2 FAM 150 (CT:GEN-344, 08-26-2008; 33 pages) and replace it with revised subchapter 2 FAM 150 (32 pages).
2. Remove and discard old subchapter 2 FAM 170 (CT:GEN-329, 07-17-2006; 21 pages) and replace it with revised subchapter 2 FAM 170 (21 pages).
3. Remove and discard old subchapter 2 FAM 710 (CT:GEN-341, 05-13-2008; 27 pages) and replace it with revised subchapter 2 FAM 710 (28 pages).
4. Remove and discard old subchapter 2 FAM 960 (CT:GEN-336, 02-26-2007; 27 pages) and replace it with revised subchapter 2 FAM 960 (27 pages).
5. Remove and discard old subchapter 2 FAM 1110 (CT:GEN-337, 06-12-2007; 18 pages) and replace it with revised subchapter 2 FAM 1110 (18 pages).
6. Remove and discard old subchapter 2 FAM 1130 (CT:GEN-351, 02-06-2009; 3 pages) and replace it with revised subchapter 2 FAM 1130 (3 pages).
7. Remove and discard old subchapter 2 FAM 1140 (CT:GEN-330, 08-09-2006; 4 pages) and replace it with revised subchapter 2 FAM 1140 (4 pages).
8. Remove and discard old subchapter 2 FAM 1150 (CT:GEN-347, 10-08-2008; 14 pages) and replace it with revised subchapter 2 FAM 1150 (14 pages).
9. Remove and discard old subchapter 2 FAM 1160 (CT:GEN-331, 08-09-2009; 12 pages) and replace it with revised subchapter 2 FAM 1160 (12 pages).
10. Remove and discard old subchapter 2 FAM 1180 (CT:GEN-346, 09-29-2008; 12 pages) and replace it with revised subchapter 2 FAM 1180 (12 pages).
11. Remove and discard old subchapter 2 FAM 1240 (CT:GEN-343, 08-26-2008; 3 pages) and replace it with revised subchapter 2 FAM 1240 (3 pages).
12. After inserting the material in the binder, insert this Change Transmittal letter immediately following the CT Checklist, then fill in the entry line for CT:GEN-368 and initial.

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2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/GIS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this change transmittal letter.

**(A/GIS/DIR)**